

## CONFERENCE APPROVAL/FUNDING REQUEST FORM

Following is the format that includes the information needed in an organization's conference approval package:

**DATE OF REQUEST:** (self-explanatory)

**REQUESTED BY:** (name/title of requesting official)

**SPONSORING ORGANIZATION:** (title of DOE or DOE contractor organization sponsoring the conference)

**COSPONSORING ORGANIZATION:** (title of DOE or DOE contractor organization or non-DOE entity cosponsoring the conference, if applicable)

**CONFERENCE TITLE:** (formal title of conference)

**CONFERENCE DATE:** [proposed date(s) of the conference]

**PURPOSE AND OBJECTIVE(S):** (Describe the purpose of the conference, justify, and certify that sponsorship of this conference is important to the program mission.)

**CONFERENCE LOCATION:** (proposed city and state where the conference is to be held, or foreign location, if applicable)

**RATIONALE FOR SELECTION OF CONFERENCE LOCATION:** (Provide a rationale and justification for site selection; a cost comparison of alternative sites considered (if location is not at a principal facility site of the sponsoring organization); and certification that the site selected is the most cost-effective considering costs such as travel, per diem, and conference logistics.)

**ESTIMATED COST BREAKDOWN:** (Provide applicable information.)

**TRAVEL AND PER DIEM COSTS** (Includes registration fee, air fare, limo, hotel, and per diem for each expected attendee/speaker from DOE/DOE contractor facilities, i.e., BNL, SLAC, etc.)

DOE Employees (HQ): \$ XX,XXX

DOE Employees (Field): XX,XXX

Contractor Employees (HQ): XX,XXX

Contractor Employees (Field): XX,XXX

**TOTAL DOE TRAVEL COSTS:** \$ XXX,XXX

## OTHER EXPENSES

### Logistics:

Coffee Breaks (<N>x<N>x\$3.50)*	\$XXXX
Streaming Video or Video Conferencing	\$XXXX
Setup (Clorica)	\$XXXX
Daily Shuttle Bus Rental	\$XXXX
Bus Rental Tours	\$XXXX

### Supplies and Support:

Registration Materials (<N>x\$3)	\$XXXX
Participant travel support	\$XXXX
Proceedings	\$XXXX
Poster	\$XXXX
Supplies	\$XXXX
Streaming Video	\$XXXX
Duplicating	\$XXXX
Overtime	\$XXXX
Credit Card Fees (3.3% x 80% participants x Registration Fee)	\$XXXX
PCI Data Security Fee (CC Processing Lease)	\$XXXX
Speakers Support**	\$XXXX
Student Travel Support**	\$XXXX

### Sub-Total Contract Allowable Expenses:

Contingency (11%)	\$XXXX
Overhead (16.8%)	\$XXXX

**Total Contract Allowable Expenses:** \$XXXX

### Contract Unallowable Expenses

Reception <N>x<Per person estimated cost>***	\$XXXX
Banquet <N>x<Per person estimated cost>***	\$XXXX
Bus Rental to/from Reception/Banquet Location***	\$XXXX
Overtime***	\$XXXX
Setup (Clorica)***	\$XXXX

**Sub-Total Contract Unallowable Expenses:** \$XXXX

Overhead (16.8% x bus rental, outside banquet)	\$XXXX
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**Total Contract Unallowable Expenses** \$XXXX

**Sub-Total Estimated Costs (Allowable and Unallowable)** \$XXXX

**Less Registration Receipts (Reg Fee x No. Registrants)**

**TOTAL OTHER EXPENSES**

**TOTAL ESTIMATED DOE COSTS: (Fermilab funding plus DOE Travel Costs)**

**ESTIMATED COSPONSORS COSTS:**

Fermi Research Alliance, LLC	\$XXXX
National Science Foundation (must apply for separately)	\$XXXX
Universities Research Association, Inc. Visiting Scholars Program (must apply for separately)	\$XXXX
U. S. Department of Energy (must submit Field Work Proposal separately)	\$XXXX

<b><u>TOTAL ESTIMATED INCOME</u></b>	<b>\$XXXX</b>
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\*The provision of refreshments during necessary session breaks will allow participant to continue discussions on topics presented and to collaborate individually. Not providing refreshments leaves little time for attendees to collaborate if they have to go to the cafeteria to get refreshments.

\*\*These funds can be used to cover airline tickets only if tickets are purchased through the Fermilab Travel Office. Tickets purchased elsewhere will not be reimbursed.

\*\*\*If FRA or other corporate sponsors are unable to provide support for these events, the Organizers will be forced to sell tickets to cover the entire costs of the events or cancel the events entirely.

**ESTIMATED TOTAL NUMBER OF CONFERENCE ATTENDEES:**

	<b>Traveling</b>	<b>Non-traveling</b>
DOE HQ Employees (Detail number from each office):	XX	XX
FE	X	
ME	X	
etc.		
DOE Field Employees:	XX	XX
AL		
etc.		
Contractor Employees (HQ):	XX	XX
CACI		
Contractor Employees (Field):	XX	XX
LBNL		
FETC		
etc.		
Others	XX	XX

Conference Approval Request  
(formal title of conference)

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(Date)

**TOTAL:**

**XXX**

**XXX**

**SUPPORT CONTRACTOR PERFORMANCE:** (If applicable, specify the support contractor who will provide support for the conference.)

**IMPACT STATEMENT:** (Provide an impact statement of effect if the conference is **not** approved.)

**POINT OF CONTACT FOR THE SPONSORING ORGANIZATION:**

Cynthia M. Sazama  
Fermilab Conference Office  
Phone: 630-840-4102  
Fax: 630-840-8589  
E-Mail: [Sazama@fnal.gov](mailto:Sazama@fnal.gov)

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Funding Requested from:

Fermi National Accelerator Laboratory  
Fermi Research Alliance, LLC \$XXXX  
National Science Foundation (must apply for separately) \$XXXX  
Universities Research Association, Inc. Visiting Scholars Program (must apply  
for separately) \$XXXX  
U. S. Department of Energy (must submit Field Work Proposal separately) \$XXXX

<Insert additional institutions or agencies from which you intend to ask for support.>

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Approved: \_\_\_\_\_  
Michael A. Lindgren, Head, Particle Physics Division Date

Fermilab Funding Approved: \_\_\_\_\_ Source of Funding: \_\_\_\_\_

Approved: \_\_\_\_\_  
Bruce L. Chrisman, Chief Operating Officer Date

Fermilab Funding Approved: \_\_\_\_\_ Source of Funding: \_\_\_\_\_

Approved: \_\_\_\_\_  
Pier Oddone, Laboratory Director Date

Fermilab Funding Approved: \_\_\_\_\_ Source of Funding: \_\_\_\_\_